

OIL TRANSFER PROCEDURES

33 CFR 155 SUBPART C

Person in charge: A Person In Charge (PIC) for the transfer must be designated in writing by their name or position. The PIC must also have one of the following:

- Letter of instruction from the operating company stating the holder has received sufficient formal instruction and is designated as a PIC; or
- Hold a license issued by the Coast Guard as a master, mate, pilot, engineer, or operator aboard that vessel; or
- Holds a valid merchant mariner's document endorsed as Tankerman-PIC.

Keep these procedures **current**.

Keep these procedures available, either permanently posted or immediately available to transfer personnel. They must be in a language understood by all personnel engaged in the transfer.

Records to be kept available:

- Person In Charge designation letters.
- Copies of Declarations of Inspection (DOI) from the previous month.
- Records for tests and inspections required under 33 CFR 156.170.

Contents:

- (1) A list of each product transferred to or from the vessel, including the following information: (i) Generic or chemical name; (ii) Cargo information;

- (2) (2) A description of each transfer system on the vessel including: (i) A line diagram of the vessel's transfer piping, including the location of each valve, pump, control device, vent, and overflow; (ii) The location of the shutoff valve or other isolation device that separates any bilge or ballast system from the transfer system; and (iii) A description of and procedures for emptying the discharge containment system required by Secs. 155.310 and 155.320;

- (3) The number of persons required to be on duty during transfer operations; _____

- (4) The duties by title of each officer, person in charge, tankerman, deckhand, and any other person required for each transfer operation;

- (5) Procedures and duty assignments for tending the vessel's moorings during the transfer of oil or hazardous material;

(6) Procedures for operating the emergency shutdown and communications means;

(7) Procedures for topping off tanks;

(8) Procedures for ensuring that all valves used during the transfer operations are closed upon completion of transfer;

(9) Procedures for reporting discharges of oil or hazardous material into the water;

(10)(10) Procedures for closing and opening the vessel openings in Sec. 155.815. (11) Statements explaining that each hazardous materials transfer hose is marked with either the name of each product which may be transferred through the hose or with letters, numbers or other symbols representing all such products and the location in the transfer procedures where a chart or list of the symbols used and a list of the compatible products which may be transferred through the hose can be found for consultation before each transfer